

Event Planning Check List

Event coordinators(s): _____

Trip to: _____

Emergency Phone # at location: _____

Date(s): _____

Leaving when: _____ Where: _____

Returning when: _____ Where: _____

Tour Permit: _____

of Scouts: _____
(List on back)

of Leaders: _____
(List on back)

Drivers and capacities: _____

Meals needed: _____ Breakfasts
_____ Lunches
_____ Dinners

Comments: _____

